



**STATE OF WISCONSIN  
DEPARTMENT OF CORRECTIONS**

**WAUPUN CORRECTIONAL INSTITUTION**

**ANNUAL REPORT  
Fiscal Year 2011-2012**

**William Pollard  
Warden**

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## Message from the Warden

The past year was one of change throughout the entire Department, after Act 10 took effect, a number of policy and process issues needed to be put in place. Our Central Office staff has been working diligently to develop and implement consistent human resource policies and practices throughout the Department of Corrections. At the institution level, we have worked to roll out these policies and help educate our staff in the new processes and programs. Many staff at this facility has provided valuable feedback regarding the changes that have taken place. Over time, we hope that their feedback will enhance the policies and procedures within the Institution and the Department.

The Staff of Waupun Correctional Institution has continued their duties and responsibilities in a professional manner under some very unusual circumstances. I continue to be impressed with those staff that have shown their professionalism and dedication to operating a safe and secure facility regardless of the outside influences and changes that have faced them this past year.

We continue to develop plans to improve the physical plant. The kitchen renovation project, which we had hoped to begin in the next fiscal year, is still in the planning phase. We hope to have final plans and actually bid the project in the next fiscal year. The new radio system continues in the planning stages, when complete this digital system will improve safety and security for WCI and the surrounding institutions.

We continue to work on the extremely dangerous inmates confined to our segregation areas by constantly addressing the issues surrounding the mentally ill in our system. The Behavioral Health Unit continues to move forward with the development of innovative programming and activities to further our abilities in dealing with inmates with mental health issues.

We have made significant changes in staffing which has increased our full time employee staffing in Psychological Services by two positions. These positions were created by prioritizing the needs of this facility and reallocating positions within the Institution. The resources will provide the additional help necessary to provide programming and deal more effectively with inmates with mental illness.

Changes have also been planned for the education area in the conversion of one vocational program to Computer Literacy. In keeping up with many of the changes in technology as well as education we hope to get this program up and running in the next fiscal year.

WCI is proud to be a part of the Waupun Community. Our Corrections Relations Board meets three times a year to discuss current events at our facilities and discuss community issues or concerns. We are also an active member in the Dodge County Executive Law Enforcement Association. We have been a part of public safety in Wisconsin since 1851 and look forward to serving the citizens for years to come.

William Pollard  
Warden

## **Waupun Correctional Institution Mission Statement**

To provide for the public, the staff, and inmates incarcerated at the Waupun Correctional Institution, a safe and secure institution and for inmates, a constructive environment which encourages positive growth and enables them to re-enter and cope with an ever-changing society, thereby, enhancing their probability of success.

The administration and staff will endeavor to provide a proper and productive environment consistent with applicable state policies and procedures to meet this mission by:

- ◆ Employing the level of regulation and control necessary for the protection of the public, staff and inmates.
- ◆ Encouraging staff to conduct themselves professionally and inmates to act responsibly.
- ◆ Providing services that promote the health and safety of staff and inmates.
- ◆ Assigning inmates to meaningful work activities.
- ◆ Providing opportunities for basic education and vocational training to inmates consistent with their assessed needs.
- ◆ Offering treatment, religious and other program services to inmates.
- ◆ Ensuring that health care is provided to inmates at the institution consistent with professional, community, and correctional health care standards.
- ◆ Managing allotted resources effectively.
- ◆ Utilizing bed space resources properly, commensurate with the population levels of the institution.
- ◆ Promoting a diverse work force, providing a harassment-free and effective work environment.

## Waupun Correctional Institution

### FAST FACTS

Opened	1851
Security Level	Maximum
Operating Capacity	882 Males
Current Population	1,244 Males
Number of Security Staff	328 FTE
Number of Non-Security Staff	122 FTE
Inmate to Staff Ratio	3 to 1
Number of Acres	24
Special Units	Behavioral Health Unit

### Expenditure Information:

Category	FY 2011	FY 2012
Permanent Salary	\$19,978,349.10	\$20,354,032.67
LTE Salary	\$108,104.53	\$94,724.10
Fringe Benefits	\$11,657,715.73	\$10,214,161.73
Supplies and Services	\$2,753,464.67	\$2,667,710.36
Capital	\$43,804.33	\$172,015.20
Fuel and Utilities	\$2,861,901.78	\$2,584,496.91
Repair and Maintenance	\$199,692.73	\$201,548.65
Central Generating Plant	\$4,064,098.27	\$4,061,659.71
Inmate Enterprises	\$29,523.80	\$36,554.00
Telephone Commissions	\$33,223.80	\$66,859.75
<b>Total:</b>	<b>\$41,729,878.74</b>	<b>\$40,453,763.08</b>

Inmate Obligations Collected	FY 2012
Victim/Witness Surcharge	\$16,442.10
DNA Surcharge	\$8,617.89
Medical Co-Pay	\$12,402.50
Child Support	\$25,516.69
Restitution	\$38,949.10

## **COMMUNITY RELATIONS BOARD**

The Community Relations Board functions as a vehicle for establishing local community support for the institution's operations and to promote positive communications between the institutions, and the city of Waupun, and Dodge and Fond du Lac counties. The Community Relations Board is comprised of members of the community and representatives of the three correctional institutions in Waupun. The Board meets three times per year and keeps abreast of the policies, programs and general conditions at the Waupun area institutions and in the local community.

### **Waupun Community & Corrections Relations Board Members**

DeAnn Thurmer, President  
Waupun Memorial Hospital

Senator Jessica King  
18<sup>th</sup> Senate District

James Schwochert, Warden  
Dodge Correctional Institution

Chris Krueger, Superintendent  
John C. Burke Correctional Center

Sharon Bos, Vice President  
The National Bank of Waupun

Chief Dale Heeringa  
Waupun Police Department

William Buchholz, Co-Chair  
Attorney at Law

Donald Childs, Administrator  
Waupun School District

Wayne Buteyn  
Werner Harmsen Furniture

J. Bur Zeratsky, Executive  
National Rivet & Manufacturing Co.

Todd Nehls  
Dodge County Sheriff

William Pollard, Warden, Co-Chair  
Waupun Correctional Institution

John Hartman, Coordinator  
Dodge Co. Victim/Witness Assistance

Joe Meagher, Director  
Dodge County Emergency Management

Mary Wendel  
Division of Community Corrections

Kurt Klomberg  
Dodge County District Attorney

Colleen Kottke  
Fond du Lac Reporter

Kyle Clark  
City of Waupun Administrator

Representative Dick Spanbauer  
WI State Assembly

Mylan Fink  
Fond du Lac County Sheriff

Honorable Steven Bauer  
Dodge County Circuit Court

Mayor Jodi Steger  
City of Waupun

Nancy Steele  
DOC Pharmacy

Eric Knox  
DOC Pharmacy

Gerald Heeringa  
Interested Citizen

## **Restorative Justice**

WCI promotes awareness of Restorative Justice initiatives through institution community service projects, observing victim awareness week, participation in special projects, and providing training and activities for staff and inmates to become involved in Restorative Justice.

WCI works with the DOC Office of Victim Services and Programs to assist in the facilitation of Victim/Offender Conferencing in cooperation with the U.W. Remington Center Restorative Justice Program and the Marquette University School of Law Restorative Justice Program.

## **Volunteers**

WCI is extremely fortunate to have the services of many volunteers to assist in the provision of services to inmates. The time and effort they donate is greatly appreciated. Without them, we would not have the ability to offer the variety of programs we have today.

All new volunteers are given a thorough orientation to the institution and the Department of Corrections' policies and procedures, including Prison Rape Elimination Act (PREA) training.

There are currently over 200 volunteers who provide religious, social service, and education services to WCI. While some volunteers may only be able to provide a few hours of service each year, others provide services several hours each week. No matter what the amount, all volunteer services are valuable.

## **ADMINISTRATIVE SERVICES**

### **Business Office**

The Corrections Management Services Director is responsible for the planning, direction and coordination of the activities of Engineering, Maintenance and Construction, Food Service, Central Generating Plant and the Business Office staff.

The Business Office provides accounting and purchasing services for the institution as well as managing the Wisconsin Inmate Trust System (WITS). Other non-fiscal services include managing the information technology system, monitoring the staff phone system, monitoring the inmate phone system and distributing employee paychecks.

Fiscal duties include inmate trust accounting, inmate payroll, accounts payable, accounts receivable, major asset inventory, property coverage reporting, and support for the canteen and warehouse operations.

### **Engineering, Maintenance and Construction**

Engineering, Maintenance and Construction (EMC) provides ongoing support and maintenance for the overall physical plant and infrastructure. EMC develops and coordinates small and major construction projects for the institution and works closely with DOA and the Division of Facilities Development (DFD). Staffing includes a Superintendent of Buildings and Grounds, Buildings & Grounds Supervisor, Facilities Repair Worker - Advanced, Facilities Maintenance Specialist-Advanced, Electrician, 2-Electronic Technicians, HVAC/Refrigeration Specialist, Plumber, Master Auto Equipment Technician and Office Operations Associate. EMC also utilizes inmates with various technical and industrial skills.

## THE MOST REOCCURRING MAINTENANCE WORK ORDERS:

Misc. Plumbing Repairs
Light Bulb Replacement and Fixture Repair
Heating, Ventilating, Air Conditioning (HVAC)
Food Preparation Equipment Repair
Washer & Dryer Repairs
Lock Repairs
Painting & Building Maintenance
Repair & Maintenance of DOC Vehicles

## MAJOR CONSTRUCTION PROJECTS

Project	Status
Ground Water Monitoring 10L3Q (FINAL TEST PHASE TO DETERMINE TERMINATION)	On Going
Plumbing Fixture Replacement	Complete
Food Service Design 07D3B	In Design
Elevated Observation Post 1A Modifications 10H2I	Complete

## SPECIAL REMODELING & MAINTENANCE

Coil in old VR	Complete
FS Produce Cooler	Complete



## SMALL PROJECTS

Project	Status
Tower 1 & 8 Window and Door Replacement 12B3S	Waiting on Contractor
School Electrical Substation Secondary Wiring 10C3T	In Progress
Steam & Condensate Utility Distribution System	Complete
WCI-Misc Interior Pavement Replacement 10D1E	In Progress
Education Bldg Electric	Complete
Absorption Chiller Repair	In Progress
Fire Alarm System Repair 12G3X	In Progress
SCH Water Heater 09K2Z	Complete
Auto Tag Elevator 10G2L	Near Completion
Cell Hall Door Control 10G1Y	In Progress
HVAC Replacement Canteen and Radio Room 12G1P	In Development
Admin Chiller Tube Replacement 12F3H	Temp Repair **
Segregation Building Ventilation Improvements	In Progress
Prison Front Wall Repairs 12E3B	In Progress
State Garage Camera Addition 12B3S	Complete
Segregation Building/Due Process/BHU Floor Replacement 12B3U	Waiting on Contractor
Steam Tunnel Repair 12E1U	Complete
Electrical Vault Waterproofing 11Z1Z	In Progress
Secondary Electrical Systems Upgrade 09B4M	In Progress
Razor Wire Additions	In Design
Central Receiving Warehouse Dock	Request Submitted

\*\*awaiting fall shut down for further analysis to develop a scope of repair

### **Food Services**

The Food Service Department served approximately 1.6 million inmate and staff meals during 2011– 2012. Food Service has provided support for a number of functions throughout the year including the WCI Health Fair and Blood Drive.

#### **Highlights of 2011-2012**

- Served over 4,320 meals per day with approximately 1,225 meals prepared for off-line feeding and over double that amount for service to the dining rooms.
- Over the year, Food Service prepared and served over 46,000 loaves of bread, 252,000 hot dog/hamburger buns, 360,000 dinner rolls, 13,000 loaves of garlic/French bread, 3,000 pans each of cakes and pies, 160,000 cookies and 1,200 pans of brownies or bars.
- Met challenges associated with budget short falls to insure not only nutritional needs are met, but climate issues that come with them are met as well.
- Continued to work with EMC on getting equipment repair and preventive maintenance under control, reducing equipment downtime.
- Fulfilled requirements to offer religious diets to eligible inmates.
- Continued to work with Central Office on the consolidated menu and its recipes, to make recommendations for changes through the recipe audit system. Ensuring calorie intake is kept at an average of 2,700 calories per day and that the meals are climate friendly.
- Started a garden program with our Behavioral Health Unit, where BHU inmates maintain the crops. This program has yielded several items, such as green peppers and zucchini, which have been used in the meals served here at WCI.

Objectives for 2012-2013:

- Fill the immediate needs of Food Service and move forward with the remodeling project.
- Continually and diligently look for new ways to reduce food costs without sacrificing quality.
- Work to have all the Corrections Food Service Leaders earn their “SERV-SAFE” certification for sanitation.
- To continue to ensure that the consolidated recipes are followed and audited, to insure nutritional as well as climate needs are met.
- Continue to work toward an efficient HACCP system to improve food safety and consistency.
- To work with our Behavioral Health Unit to expand our garden program.

### **State Garage**

This facility is located adjacent to and between Dodge Correctional Institution and the John C. Burke Correctional Center. Up to six inmates from the John C. Burke Correctional Center are employed and supervised by the staff at the State Garage. The main mission is vehicle maintenance for WCI, Dodge Correctional Institution and the John C. Burke Correctional Center.

The garage services, repairs and washes:

Passenger vans and cars	29
Cars	02
Trucks (cube van, dump and pickup)	12
Motorcoach buses	04
Off road vehicles-tractors, pay loader, skid steers, backhoe, etc.	14
25 Ton Crane	01
Diesel Generator	01
Large Engine air compressors	02
Numerous small engines on weed eaters, lawn movers, snow blowers, chainsaws, etc.	

Expenditures for parts, oils, soaps and shop supplies are approximately \$41,055.59 annually for all three institutions. Over 30,189 gallons of gasoline was pumped annually at a cost of \$80,610.59.

### **Stores Operations:**

The WCI Stores Operations are housed in the Central Receiving Warehouse located outside the walls and the Stores/Tailor Shop and Canteen, located in buildings within the perimeter walls.

### **Central Receiving Warehouse:**

Central Receiving staff maintains an adequate inventory of items stored at Central Receiving such as cleaning supplies, toilet paper, office supplies, and inmate clothing. These items are readily available to be sent in to the institution as needed. During Fiscal Year 2012 Central Receiving Staff processed \$1,838,891.27 worth of inventory.

### **Canteen:**

The canteen serves as a commissary and is self-supporting through the sales of products to inmates. Canteen sales for Fiscal Year 2012 totaled \$727,718.54. All items are sold at a standard mark-up and state and county sales taxes are levied on appropriate items.

The Canteen staff coordinates two annual inmate fund raisers which benefit nonprofit organizations.

### **Stores/Clothing-Tailor Shop:**

In this area inmates fabricate inmate belts, privacy curtains and laundry cart liners. The inmates assigned to the Tailor Shop continue to fabricate and repair glove pouches, handcuff cases, aprons, gas mask straps and radio holders. The Tailor Shop inmate workers are also hemming pants and sewing on flags on officer uniforms.

### **Central Generating Plant**

The Central Generating Plant (CGP) was put into service in 1952. The plant provides essential services for Waupun Correctional Institution, Dodge Correctional Institution, John C. Burke Correctional Center, the Waupun Dairy, the state garage and warehouse. CGP is a cogeneration facility that provides steam for building heating, food service and domestic water heating and generates electric power from its own steam turbine generators. The facility contains all the electrical distribution gear to distribute the electric power generated by its own steam turbine generators and purchased from the public utility and to provide emergency backup power from its emergency diesel generators. The facility operates a municipal ground water system to furnish and transport hard and soft cold water.

#### Large Projects

Project	Status	Cost
WCGP Boiler #2 Superheater	On hold	\$383,000
WCGP Boiler Controls Upgrade	On hold	\$1,504,800
Water System Upgrade – New Well by DCI Water Tower approved, in Engineering	On Going	\$2,500,000
#2 CGP Steam Turbine Generator Major Inspection and Repair	On Going	\$616,000

New Gas Boiler to replace Coal Boiler # 2 or #3, waiting for Building Commission approval. Hopefully this will be on the August agenda with a \$10 to \$12 million budget.

The money from the Boiler #2 Super heater and Boiler Controls Upgrade will be moved to the New Gas Boiler project when approved.

#### Small Projects

Project	Status	Cost
Generator # 2 Turbine Non- return valve replacement.	Submitted	\$63,000
Asbestos Removal	On going	\$20,000

## **PROGRAMS – EDUCATION**

### **Academic**

Adult Basic Education  
HSED Prep  
TABE Testing  
HSED Testing Center  
ProLiteracy America Tutoring Project

### **Vocational**

Building Maintenance and Construction  
Correspondence Courses  
Incarcerated Individuals Program

### **Programming (Essential)**

Cognitive Interventions Program - Phase I and Phase II  
Pre-release competency based programming

### **Self-Help**

Alcoholics Anonymous

The Waupun Correctional Institution primary coordinator for the American with Disabilities Act is: Nicole Kamphuis.

### **Education Department**

Marshland School contributes to public safety by providing educational programs designed to reduce recidivism by providing inmates the opportunity to become lifelong learners. The educational programming is configured to serve the educational needs of adult inmates. There are three distinct academic competency-based curriculums: Basic Adult Education (K-6), Intermediate (7-9), and HSED (9-12). Ability levels may vary from first grade to post secondary, based on achievement and aptitude assessments. The Test of Adult Basic Education (TABE) helps place inmates at the appropriate level. The Wisconsin Technical College System (WTCS) classes are certified through Moraine Park Technical College and lead to a one year diploma in Building Maintenance and Construction.

All instructors hold a WTCS certification in a variety of areas. An education director manages the Education Department. It employs nine full-time instructors, a librarian, a guidance counselor, and an office operations associate. The primary emphasis of the department is to provide an educational component that is competency based, enhances skills and abilities, holds inmates accountable, and espouses cognitive and behavioral based principles to enhance their future potential as productive members of society.

During 2011-12, the average number of participants enrolled in school was 158 full/part time students and 44 students enrolled in vocational academic courses each month. The Building Maintenance and Construction program averaged 10 participants throughout the year. Additionally 134 GED/HSED components were earned. High School Equivalency Diplomas were earned by 10 inmate students. Due to vacancies, the Education Department absences caused fewer classes and completions.

The WCI Education Department is a member of the Wisconsin Institutions - Literacy Council (WILC), which is an affiliate of ProLiteracy America (PLA) and Wisconsin Literacy tutor programs. The training methods and standards of ProLiteracy America were utilized to train roughly 30 inmates as tutors during 2011-12. Inmates become certified tutors once they have successfully completed thirty hours of PLA tutor training. Tutors positions are paid and usually work one on one with students in the teacher's classroom six hours per day.

### **Community Service Program**

This program is supported by the Building Maintenance and Construction education class and the Recreation/Hobby department. Community Service projects include:

Making ornaments for the Salvation Army, building wagons, Noah's Arks, rocking animals and smaller wood projects to donate to non-profit organizations. In addition, the inmate workers use donated yarn received from various church groups, retail/wholesale businesses, and individuals from the community. Inmates are taught to crochet and knit hats, mittens, baby blankets, sweaters, afghans, ornaments, and toys for donation to community service organizations throughout the State.

Donations were made to sixty-one different organizations during fiscal year 2011-12:

All Community Service/Restorative Justice efforts by WCI inmates totaled 22,559 hours in 2011-12.

This past fiscal year, WCI staff had two Blood Drives for the BloodCenter of Wisconsin. Additionally, the staff at WCI participated in food drives and fund raisers to benefit local and national charities as well as assisting in disaster relief efforts around the country.

### **Toy Project**

The philosophy of the Toy Project is to benefit community nonprofit organizations by donating various wooden toys/items for their organization's fund raising events and to promote a positive relationship between the community and the institution. Through this project, local communities gain awareness that the Department of Corrections is providing work positions that cultivate skills in inmates, which may be used upon their reentry into the community. The project employs on average 16 inmates, which completed over 19,000 hours of community service this year.

Items produced are useful objects such as toys, rocking horses, rocking motorcycles, Noah's Arks, walking sticks, tables, chairs, etc., and other pieces of art. Many of the items were donated and organizations have purchased additional items to be used in their fund raising events.

### **Leisure Time Activities**

#### **Hobby:**

Hobbies are leisure time activities that inmates can participate in either in the Hobby Department and/or in their cells. Recreation Leaders coordinate hobby activities. Approved hobbies include ceramics, beading, drawing, painting, and fiber arts. The hobby department includes a canteen where inmates may purchase basic art materials and supplies and a studio area where inmates may participate in ceramics and beading.

#### **Music:**

The Music department promotes a constructive and positive use of leisure time. Under the supervision of a Recreation Leader, inmates are allowed to participate in approved music hobbies. The Music department offers self-instruction in instrumental and voice music, music theory, and advanced techniques. Time is set aside for individuals to work with an inmate tutor to develop skills in performance and music interpretation.

#### **Recreation:**

The Recreation program provides facilities, equipment, and organization in a variety of areas for inmates with active or passive interests. Active activities include basketball, volleyball, handball, table tennis, and weight lifting equipment. An array of board games is provided for the enjoyment of inmates with passive interests. Activities are supervised by a designated Recreation Leader and include indoor and outdoor recreation, intramural sports and weight

training/exercise equipment which promotes team interaction, sportsmanship, fair play, wellness, fitness, and constructive use of leisure time.

### Religious Programs:

The WCI Chapel provides a full venue of religious programs and services in an effort to meet the spiritual needs of the entire inmate population. The Chaplains provide individual, marital, and grief counseling, memorial services, weddings, and coordination of pastoral visits and volunteer-led services. In addition to our Chaplains, there are over two hundred religious volunteers, who lead various worship services, study groups, and special activities/events. Inmates may come to the Chapel and view or listen to video/audio tapes/CDs and DVDs from various religions. The Chapel library provides inmates the opportunity to check out books and publications from numerous faith groups. Special events during this time period included, Christian Initiation Ceremony (fully immersed Group Baptism), Native American Feast, Ramadan Fast/Feast, Equinox Feast, and Passover. Inmates' Religious Preference breakdown as of June, 2012:

		Islam	305
Protestant	438	Native American Indian	60
Unknown	4	None	75
Buddhist/Eastern	12		
Catholic	131	Other	40
Jewish	33	Pagan	146
<b>TOTAL</b>			<b>1,244</b>

### Regularly Scheduled Chapel Activities:

- Protestant Choir
- Protestant Worship
- Discipleship Training (Study)
- Native American Pipe and Drum
- Wholistic Bible Study
- Native American Sweatlodge
- Pagan Study/Worship
- Buddhist Worship/Study/ Yoga meditation
- Lutheran Bible Study
- Creation Bible Study
- Bill Glass Bible Study
- Bible Fellowship
- Catholic Formation (Study)
- Catholic Mass in English and Spanish
- Catholic Choir
- Jehovah's Witness Study
- Islamic Worship (Jumah)
- Jewish Worship/Study
- Quaker Meeting/Study

### Library Services

The general library provides inmates with recreational and educational opportunities. The collection consists of approximately 13,000 volumes, including fiction, nonfiction and reference materials. There are also small collections of large print and Spanish language books. The library subscribes to national, state and local newspapers and magazines on a wide range of general and special interest topics. The library maintains a complete electronic law library. There are 12 computer stations for inmates to access court cases.

"Free Library" paperbacks are periodically delivered to segregation and are also available in the library. Typewriters and word processing computers are available for use in the library, and photocopy and notary services are also provided.

## MEDICAL AND CLINICAL PROGRAMS

### Health Service Unit

Medical personnel staff the Health Service Unit daily from 5:30 AM until 9:30 PM, 365 days a year.

When medical staff is not available on-site, a Registered Nurse and Physician are "on-call" to the institution to address any health concerns which may arise.

The following services are available to offenders at Waupun Correctional Institution:

- Physician, Nurse Practitioner and nursing sick call
- Physician and nurse on-call when medical staff is not on-site
- Ambulance and emergency care services
- Dental Services
- Psychiatric Services
- Pharmacy Services
- Optical Services
- Foot Care Clinics
- OCT exams
- Occupational and Physical Therapy Services
- Digital X-ray Services
- Lab Services
- Minor Surgery
- Pulmonary Function Test - Spirometry
- EKG's
- Medical Record Review
- Chronic Condition Monitoring
- Coordination of off-site medical/dental services
- Telemedicine

### WCI Health Service Staffing

1.0	Physician
1.0	Nurse Practitioner
1.0	Health Service Manager
7.5	Registered Nurse
2.5	Licensed Practical Nurse
1.0	Medical Program Assistant Associate
1.0	Dentist
1.0	Dental Assistant
1.0	Dental Hygienist
0.8	LTE Psychiatrist

### Non-DOC Providers On-Site

Occupational/Physical Therapist- as needed
Optometrist - twice/month
OCT Optometrist
X-ray Technician – once weekly
Ultra Sound Technician – as needed

### **Health Service Unit Appointments 7-11 through 6-12**

Physician/Nurse Practitioner/Nursing Sick Call Appointments	<b>14,159</b>
X-Ray test done on-site	<b>192</b>
Ultrasound test done on-site	<b>67</b>
Dental Service Appointments	<b>3,146</b>
Psychiatrist Appointments	<b>2,475</b>

Optometrist Appointments	<b>615</b>
Physical/Occupational Therapy Appointments	<b>758</b>
Laboratory testing done on-site	<b>6,908</b>
Medical File Review Appointments	<b>434</b>
Telemedicine Appointments	<b>70</b>
<b>TOTAL</b>	<b>28,824</b>
<b>Offsite Appointments</b>	<b>712</b>

#### Highlights FY 11-12:

- Registered nurse present at PSU and Psychiatry meetings
- Hepatitis A & B combination vaccine offered to all inmates
- Increased processing of dental prosthetics
- CQI committee continues to look at medication process and improvements
- Medication Delivery training to security staff
- Patient education group for Diabetics held
- Quality care continued over spring and summer even with extreme staff shortages
- Approximately 711 vaccinations and 2,136 TB skin tests given

#### Challenges FY 12-13:

- Retention and continued training of medical, dental and psychiatric staff
- Increase Telemedicine use for offsite appointment, courts, and staff training
- Provision of health care to an ever-increasing number of offenders with multiple medical problems
- Improve system in medication delivery, to include repeat audit of medication delivery and training to security personnel to increase medication accountability
- Increased training for non-medical staff on health related issues
- Implementing patient education and self-help groups for inmates with similar Chronic Conditions in general population and segregation
- Review and improve use of nursing protocols and encounter forms by registered nurses
- Containment of contagious medical conditions, i.e. flu, H1N1, skin conditions
- Additional monitoring of inmates in segregation status

#### Psychological Services

Psychological Services Unit (PSU) provides a wide array of mental health services from the time an inmate is initially placed at WCI until his transfer. PSU reviews the psychological file of each inmate arriving at WCI in order to identify inmates with mental health issues for tracking, ongoing monitoring and treatment. Mental health classification is determined upon intake and the policy regarding clinical monitoring is used as a guideline for determining minimum frequency of clinical contact. In addition to clinical monitoring, inmates may be seen based on referrals.

PSU staff includes an Office Operations Associate, three full time Psychological Associates, two full time licensed psychologists, and a Psychologist Supervisor – Doctorate.

Psychological Services provides the following services:

- Crisis intervention.
- Clinical consultation.
- Psychological Evaluations.



- Inmate evaluations for WSPF referrals.
- Inmate evaluations for SOT referrals.
- Screening and referrals to the Wisconsin Resource Center (WRC).
- Screening and referrals to special mental health units at other institutions (SMU-CCI, TTC-OSCI, and MICA-OSCI).
- Clinical monitoring and management of inmates mental health needs within the institution.
- Management of inmates with serious and persistent mental illnesses on the Behavioral Health Unit with individual and group therapy.
- Group therapy in segregation and general population.
- (Limited) Individual psychotherapy.
- Collaboration with Psychiatry.
- Outreach and collaboration with WRC for continuity of care for inmates transferring between the two institutions.
- Suicide prevention training.
- Specialized training for BHU and segregation line staff on mental illness and symptom management.

In FY2011-12, Psychological Services continues to identify inmates with mental health needs using the MH Code classification system. The codes are, MH-0, no current mental health treatment needs. MH-1, the inmate has mental health needs that require on-going services but do not qualify as a serious mental illness. MH-2A, are inmates with a serious mental illness that impairs an individual's ability to function on a daily basis. Psychotic Disorders, Bipolar Disorder and Major Depression are the most common issues leading to a designation of MH-2A. MH-2B, are inmates that do not suffer from a serious mental illness, but because of a severe personality disorder demand a significant amount of psychological services and may engage in parasuicidal behaviors. DD indicates a formal diagnosis of mental retardation.

PSU staff has also been involved in a number of committees and training. The staff has provided suicide prevention training co-facilitated by Security. PSU continues to participate in the Better Treatment Options (BTO) committee. BTO is dedicated to improving communication between WRC and institution mental health staff and improving continuity of care. PSU continues to assist the Mental Health Director in collecting data on the number of mentally ill inmates at all adult institutions. PSU collaborates with an identified unit manager and security supervisors to oversee the Behavioral Health Unit and is responsible for decisions regarding placement and removal of inmates on the unit as well as the treatment they receive upon placement. .

The mission of Psychological Services on the Behavioral Health Unit is to provide substantive psychological assessment and treatment recommendations for offenders identified with mental health issues and to provide activity-based programming, increased symptom monitoring, and a therapeutic environment for offenders with chronic serious mental illness.

## **PROGRAMS - TREATMENT**

### **Social Services Department**

The Social Services Department provides a wide range of services to the inmate population, their family members and the community. It is the intent of this department to provide all services in a humane and professional manner within the framework of a maximum security institution.

The Social Services Department is comprised of eight (8) licensed Social Workers, one (1) Office Operations Associate and the Social Services Director. Services include, but are not limited to, group counseling, crisis intervention, release planning, case management and counseling to assist inmates in a logical transition through the corrections system. The review of

visitor applications; preparation of inmates for monthly Parole Commission hearings; case evaluation and planning for Program Review Committee; coordination of attorney/agent telephone calls/visits; scheduling and training of advocates for due process; and addressing a wide range of emergency and crisis situations keep this department very busy. We have increasingly utilized video conferencing for court hearings and other types of hearings and/or meetings thereby saving the travel costs and staff time required to transport inmates to court. 73 video conferences were facilitated this reporting period. The Social Services Department works closely with the Division of Community Corrections as well as other DAI institutions and community/state agencies to ensure that the inmates' needs are met as well as the needs of the public. The SSD staff communicates with victims' groups, victim/offender conferencing facilitators, and family members to gather all pertinent information in the case planning process.

Our program offerings and numbers were lower this year due primarily to staff vacancies and leaves. Below is the data related to essential treatment programs provided through the Social Services Department 07/01/11 to 06/30/12:

<u>Program</u>	<u>Enrolled</u>	<u>Completed</u>	<u>%Completed</u>
CGIP I&2	126	82*	65
Pre-release Group	58	58 (or partial)	

\* this number includes 15 offenders who only completed Phase I as of the end of FY12 due to a POS facilitator vacancy.

The Reentry programming has been one of our primary focuses for instituting specific competency based modules as directed by DOC. The school staff facilitates Employability Skills, Wellness Education and Education Modules. The Social Services Department facilitates Family Support, Financial Literacy, Health, Housing, Personal Development, Transportation and Transitional Prep modules.

We have developed a cohesive team with the Reentry Social Worker and the Liaison DCC Agent which has further developed the pre-release case management process unfortunately we lost the DCC Liaison Position. We continue to work diligently with the Division of Community Programs, county departments of social services and community resources to enhance our ability to maintain communication links in the release effort. We are fortunate in our ability to provide a specifically assigned social worker managing those cases within 12 months of release. We continue to work closely with BOCM and medium custody institutions to assist in geographically appropriate transfers for reentry programs. The Social Services Department has continued to make staff training a priority despite the budgetary constraints. We have started additional CGIP Programming through the Purchase of Service contract dollars allotted and will continue to provide the additional programming through this coming fiscal year.

#### CHALLENGES FOR 2012:

We continue to enhance the training of staff to meet the demands of program updating and ever changing standards and constantly changing corrections environment.

1. Implementation and integration of the COMPAS system.
2. Provide leadership in the provision of pre-release/transition programming facilitation with DCC and public/private community agencies.
3. Reassess our population programming needs and work with the Office of Program Services and the Secretary's Office Reentry Initiative to assure the best use of programming resources.
4. Continue to provide training, resources and coordination to facilitate the workload associated with the implementation of the COMPAS Data Base.

### **Behavioral Health Unit (BHU)**

The Behavioral Health Unit's mission is to provide a safe and secure housing location for inmates with a clinical diagnosis. Having a special housing unit increases the efficiency of providing treatment and monitoring to these individuals. The Behavioral Health Unit was initially designed to provide programming targeting a wide range of issues including; psychological disorders combined with behavioral instability and other needs in a "therapeutic community" environment to inmates that have an inability to function adequately within the general population.

#### **Current Statement of Purpose**

The Behavioral Health Unit (BHU) is a mental health treatment unit within Waupun Correctional Institution (WCI) that provides a safe and secure housing location for inmates with chronic mental health issues. The BHU is designed to provide mental health treatment and programs targeting a wide range of psychological disorders and behavioral instability to inmates with limited abilities to function adequately and safely within a general population environment.

#### **Organizational Structure**

##### **Assessment Track: Purpose**

The purpose of the Assessment Track is to provide substantive psychological assessment and treatment recommendations for inmates identified with mental health issues. Placement on the BHU Assessment Track culminates in a completed psychological assessment and treatment recommendation within approximately three months of the date of admission. This assessment and treatment recommendation will be peer-reviewed by Psychological Services Unit (PSU) staff and the BHU Treatment Team. Most often, these treatment recommendations will include re-integration into non-BHU General Population status or referral to WRC for additional programming opportunities.

##### **Assessment Track: General Goals**

The primary goal of the assessment track is to improve the match between the inmate's mental health needs and services available. This will include re-assessment of the inmate's Mental Health Code; diagnostic conceptualization; motivation for treatment/change, sense of self-efficacy, and subjective experience of symptoms; assessment for unidentified high-risk subpopulations (vulnerability, self-harm, serious mental illness), and of formal Clinical Restrictions.

#### **Long-Term BHU Placement**

##### **Purpose**

The purpose of Long-Term BHU placement is to provide access to activity-based programming, increased symptom monitoring, and a therapeutic environment for inmates with chronic serious mental illness. This will include on-going collaborative assessment and monitoring of the inmate's capacity to participate in activity-based and treatment-based programming throughout placement on the unit. Specific areas of concern will be documented, monitored, and adjusted based upon the collaboration of input from BHU Treatment Team members.

##### **General Goals**

The general goal of Long-Term BHU placement is to provide a better match between an inmate with chronic serious mental health concerns and the housing environment in order to better

monitor for symptom/behavioral decompensation, improve access to programming, and identify opportunities for re-integration into a less restrictive environment.

#### Staffing:

BHU has three shifts for 24-hour security coverage. First and Second shift consists of a sergeant and two correctional officers. Third shift consists of a sergeant and one correctional officer. Program Escort Officers (PEO's) are also available throughout the week on a rotating basis. Non-uniformed staff, Program Supervisor, social worker, and psychologist, are also present Monday – Friday, during administrative hours

#### Highlights for 2011-2012

1. Restated the mission of Psychological Services on the Behavioral Health Unit to be more consistent with staffing realities and services provided.
2. 3 Positive Psychology groups serving a total of 30 inmates, 2 drop-in process groups serving a total of 15 inmates, and 1 Stress Management group serving a total of 4 inmates were provided.
3. 25 full psychological batteries were completed for BHU inmates.
4. BHU and Segregation staff received training on effective communication and in treating a mentally ill population.
5. Unit garden has been instituted which has been tended by BHU inmates. Produce grown is used by the kitchen during meal preparation for all WCI inmates.
6. Communication and collaboration between PSU and security has increased, including BHU inmate discipline as well as on the Segregation Special Review Team (SRT) in releasing inmates from segregation to BHU when clinically appropriate.
7. Development/Implementation of Individualized Activity Reports for inmate's participation in BHU activities.
8. Re-conceptualizing BHU Treatment Team Meetings to include inmate involvement/participation, psychological assessment presentations, and discussion of treatment plan recommendations.
9. Volunteer work programs for BHU inmates.
10. Increase in out of cell activities based on individual care plans for those living on the unit
11. BHU inmates provide cleaning services in the Social Services Department under supervision of a PEO.
12. Jobs in GP are sought out for BHU inmates who have unit jobs when being discharged from the unit to assist in continuing their level of structured activity
13. BHU inmates are able to go on temporary leave from school or work assignments if clinically indicated without punitive consequences (Voluntary Unassigned).

#### Challenges for 2012-2013

1. Continue to increase the number and quality of PSU groups offered.
2. Increase the number of treatment plans developed/reviewed to cover all BHU inmates.
3. Continue to increase security and PSU collaboration, including establishment of on-unit files with inmate treatment plans and goals.
4. Establish viable and sustainable mechanisms to track information and data regarding program evaluation and outcome.
5. Continue staff training relating to dealing with the mentally ill.
6. Expand the Community Service Program giving BHU inmates an opportunity to participate in more projects.
7. Expand size of garden threefold, increase types of produce grown, and add jobs to the greenhouse for BHU inmates.

8. Train all BHU staff and implement the Evidence-Based “Illness Management and Recovery” (IMR) program. BHU will be the only DOC facility to offer IMR.
9. Integrate teacher into providing classes on BHU to increase services to inmates.
10. Add a teacher to the Treatment Team.
11. Increase utilization of PEO’s by permanently assigning two positions to BHU.
12. Update BHU handbook to accurately reflect BHU mission, goals, and activities.

## **PROGRAMS - SECURITY**

### **Segregation (SEG)**

The Segregation mission is to provide a safe and secure environment to housed segregated offenders in Waupun Correctional Institution’s Segregation unit.

The WCI Segregation Disciplinary Separation Processes are designed to encourage positive adjustment while in segregation and to provide an opportunity for successful return to the Institution’s general population. The goal is to provide a controlled increase in privileges and responsibilities in order to promote acceptable behavior. This is accomplished utilizing a process that provides individuals a chance to attain Step levels, while in program / Disciplinary Separation (DS), and placement in the general population.

After receiving a disposition from the adjustment committee, the inmate will be reviewed by the Segregation Special Review Team (SRT). The SRT team consists of SEG Program Supervisor, Health Services Unit (HSU) nursing supervisor, Psychological Services Unit (PSU) supervisor and clinicians, Security supervisors and Social Services Department (SSD) representatives for a multidisciplinary approach in inmate reviews.

The Segregation Special Review Team reviews of an inmate’s committing offense, conduct history, attitude, and institution adjustment.

### **Staffing:**

SEG has three shifts for 24-hour coverage. First and Second shift consists of a sergeant and six correctional officers. Third shift consists of a sergeant and three correctional officers.

### **Services Provided:**

SEG inmates have several services available to them during their stay here:

- Legal Recreation computer and book access for all legal work
- Library access to reading materials
- Psychological services for counseling and treatment (group and individual)
- An on site Social Worker to care for inmates’ needs
- A designated Pre-release Social Worker to assist and prepare inmates for release to the community
- Religious services and materials available through Cleric Rounds
- Coping Skills Group for self improvement
- New Freedom in-cell self help curriculum
- Re-entry “A Bridge to Success” curriculum

## OTHER DEPARTMENTS

### **Personnel & Human Resource Development**

The institution Human Resource Office provides a program of complete personnel services including administration and coordination of employment relations, supervisory training, position classification, staffing, payroll and benefits, HR policy interpretation assistance, workers compensation and 230.36 benefits, affirmative action programs and other personnel related programs.

As of June 30, 2012, WCI staff positions totaled 450, not including Limited Term Employment or Project positions.

Appropriated Positions:

Warden's Office	6	Personnel	3
Business Office	7	Food Service	9
Maintenance	15	Central Generating Plant	19
Stores	4	Education	13
Program Services	19	Psychological Services	8
Health Services	14	Records	5
Security	328	<b>TOTAL</b>	<b>450</b>

### **Workplace Enhancement Committee**

The Workplace Enhancement Committee (WPEC) is a volunteer committee made up of seven members. The committee meets once a month to plan events and discuss the success of the previous month's event(s). The majority of time spent preparing for events are done outside of work. WPEC's goal is to enrich the workplace and surrounding communities while providing opportunities for staff to join together both inside and outside of the workplace. We strive to reach our goal by hosting several fundraisers throughout the year for local charities, the WCI scholarship fund, or to fund the WPEC itself. WPEC holds the appropriate raffle license as required by Wisconsin state statutes.

WPEC saw much uncertainty in the State of Wisconsin over the past two years. As a result, many of our normal activities were introduced back slowly and our committee was functioning with only 4 members through the end of 2011. As of February 2012 we were functioning with 6 through the end of the 2011 fiscal year.

Fiscal 2011-2012 Fundraisers:

**Parking Raffles** – Bi-monthly raffles held for 2 and sometimes 3 parking spots. Employees buy tickets to park in one of these spots for a month.

**50/50 Raffles** –Increasingly more popular with the recent increase in payroll deductions

**Gun Raffles** – One gun raffle held in 2011.

**Chili Cook-off** – Contest held between employees to see who could make the best chili. Three winners are selected in a voting fashion to win prizes for their homemade chili. Some of the prizes awarded for WCI's best chili are \$50 gas card, \$25 gas card, and WCI logo wear.

**Taco Tuesday** – Walking tacos has been very popular at WCI. The committee sold regular Frito's, chili flavored Frito's, lettuce, tomatoes, cheese, pickles, onions, olives, sour cream and salsa at a low cost to employees for another lunch option. Soda is also sold for a low cost.

**Open House** – The committee was present during Waupun's Annual Open House over Mother's Day weekend. Information was given about the committee regarding what we do and why and WCI merchandise was made available for purchase.

**Giving back to the Community:**

**Food Pantry Parking Raffle:** - Purchase parking raffle tickets with the donation of a non-perishable food item(s) in lieu of cash. Food stuff was donated to Waupun Food Pantry.

WCI retirement dinner: The committee donated \$25 for the retirement committee to purchase a gift for their raffle prizes.

The famous **T-Shirt Slogan Contest:**

The top slogan vote is made into a t-shirt that is sold to staff. The winner receives a free t-shirt.

The committee purchased lanyards this year with the wording "Waupun Correctional Institution, est. 1851" and every staff that works at Waupun was given a lanyard.

During Employee Appreciation week the committee donated several items of WCI logo wear, money and gift cards. All employee names were put into a tumbler and drawn on each day of the week. A total of 40 winners were selected during the week.

The committee donated time to the activities that are provided throughout the week of Crime Victim Awareness. The committee has assisted with this project for several years as well as donated a monetary amount each year for the local charity that the Crime Victim Committee chooses.

WPEC has taken on the responsibility of providing some support and relief effort for those employees who have had family members pass away. A monetary gift is sent with a sympathy card to the employee and their family.

WPEC celebrated year three of the Secret Santa drawing making it into the 12 days of Christmas. WPEC wants WCI employees to know how much their support and hard work is appreciated during the year for us and for the charities we raise money for.

We also sell WCI logo wear purchased through BSI. Though logo wear is not a big money maker for the committee, it is a way for staff to show support for their workplace.

Due to the small size of the committee, other WCI employees are asked to volunteer at times to help run the events. Volunteer opportunities may range from cooking food, to bringing in or serving food, to selling raffle tickets. Each time an event is held notice will go out to all volunteers about what help is needed.

The committee is continually evolving and growing in the events we hold and ways to serve our staff and our community. Without the support of the staff of WCI we would not be able to exist.

### **Record Office**

The Records Office at WCI has many responsibilities including the following:

- Monitor and report the official offender population count, involving offender transfers, off-grounds trips, and releases, within the Department of Corrections;
- Accurately compute offender release date(s) to make certain the correct amount of court-ordered confinement is served;
- Maintain offender legal and social service files;
- Authorize and process offender releases;
- Coordination of offender transfers out of WCI; and processing/review of files for offenders transferring into WCI;
- Process and maintain accurate offender visiting lists;
- Calculate eligibility dates and schedule/coordinate offender parole hearings;
- Perform background checks for prospective visitors and volunteers;
- Schedule and monitor offender file reviews;
- Verify legal documents including regular contact with courts, law enforcement, and other agencies;
- Serve legal documents and detainers on offenders.

Staff in the Records Office consists of an Offender Records Supervisor who also serves as the Institution Records Custodian and responds to Open Records Requests; one Offender Records Assistant 3 who primarily reviews court documents and does sentence computations, verifies release dates, tracks and records offender disciplinary status, and processes detainers; one Offender Records Assistant 2 who serves as our Parole Clerk and processes releases; and two Offender Records Assistant 1's who process visiting forms and update visitor lists, maintain the social service and legal files, schedule & monitor file reviews, assist the social workers, and handle the many general office tasks. Our ORA2 also serves as a due process advocate for offenders.

Offender population at WCI for this fiscal year ranged from a low of 1,224 in July, 2011 to a high of 1,244 in January, 2012.

#### **Overview of Activities:**

Transfers-IN	606
Transfers-OUT	465
Releases	132
Court Trips (off-grounds)	344
Parole Hearings	63
Visitor Applications	2,391
Offender File Reviews	328
Open Records Requests	155
Advocate Services	322

### **Security Department**

The Security Department is tasked with providing a safe and secure institution environment to meet daily living and programming needs of inmates, while protecting the staff and public. This is accomplished through a 24-hour Security staff presence in the institution, an inmate disciplinary process, a system for information sharing and an emphasis on communication across institution disciplines. We have transitioned through a number of new policies that have



replaced the way we hire overtime, the employee disciplinary process, transfer opportunities, work rules and leave selection. The transition has been slow and difficult at times but most Security staff appears to be adapting to changes. Security has worked with other Departments to provide forums for staff to raise questions/concerns regarding the policies. Security staff has been assigned as members of focus groups tasked with reviewing new policy.

The Security Department maintains highly trained Emergency Response and Crisis Negotiation Teams. High-risk inmates are monitored and the Gang Intelligence Unit monitors and intercedes in disruptive group activity at all levels within the institution. Their work has proven to be very effective in dealing with incidents.

As part of the responsibility to maintain a safe institution environment, WCI maintains a zero-tolerance philosophy regarding illicit drug use. This is fostered through vigilance in cell and personal searches, as well as ongoing drug testing. Testing includes monthly random tests and “for cause” testing of inmates suspected of drug use.

Security is represented on a number of institution committees, including Due Process and Program Review, as well as Workplace Enhancement, Emergency Preparedness, Health and Safety, Special Review Team, Behavioral Health and the Communication and Collaboration Committee.

For fiscal year 2011-12 there were a total of 2,310 Conduct Reports processed at WCI. The following list is a breakdown of Conduct Reports by type:

Summary	371	
Minor	476	
Major	1,463	(Waiver 666/Full 797)

**Training Department:**

The Training Supervisor coordinates training for staff. Two days of each month are set aside for a variety of training modules. In addition, Uniform staff is trained in small groups during their regular shifts, as staffing allows. WCI staff at all levels is trained as certified instructors, allowing for onsite training and reduced costs, furthering additional training opportunities.

ERU training was conducted throughout the fiscal year. Training topics included: Room clearing exercises, weapons requalification, forcible entry, emergency preparedness, marching, baton techniques and phases, and pad subduing.

CNT training was conducted throughout the fiscal year. Training topics included basic negotiation topics.

Gang Intelligence Unit also conducted bi-monthly meetings. Training topics included Gang identification and Midwest Gang activity.

66 different training topics were presented throughout the year with 2,777 staff attending the various training sessions. In house trainers conducted the majority of training. The trainers are comprised of officers, sergeants, lieutenants, captains and non-uniformed personnel. Outside presenters were also utilized.

### Institution Complaint Department

For over thirty years, the Inmate Complaint Review System (ICRS) provided inmates an official channel to air and resolve complaints and grievances as fairly and expeditiously as possible within all Wisconsin correctional institutions. The ICRS operates under the Wisconsin Administrative Code 310 (hereafter DOC 310).

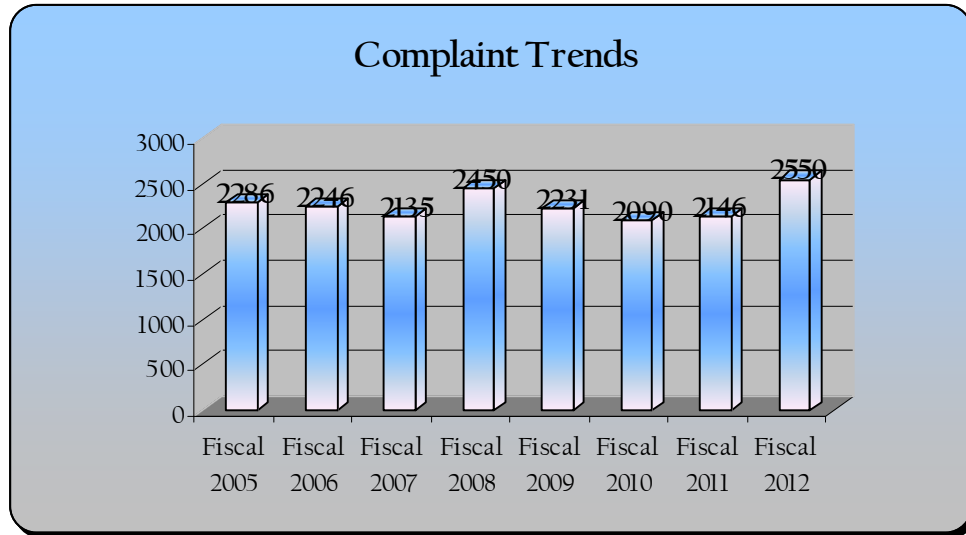


Exhibit A

The WCI Complaint Department processed approximately 5,240 complaint submissions during Fiscal 2012 (see Exhibit B, C).

- 2,550 complaints were accepted and assigned a complaint number.
- Approximately 2,690 submissions were returned in accordance with the DOC 310.

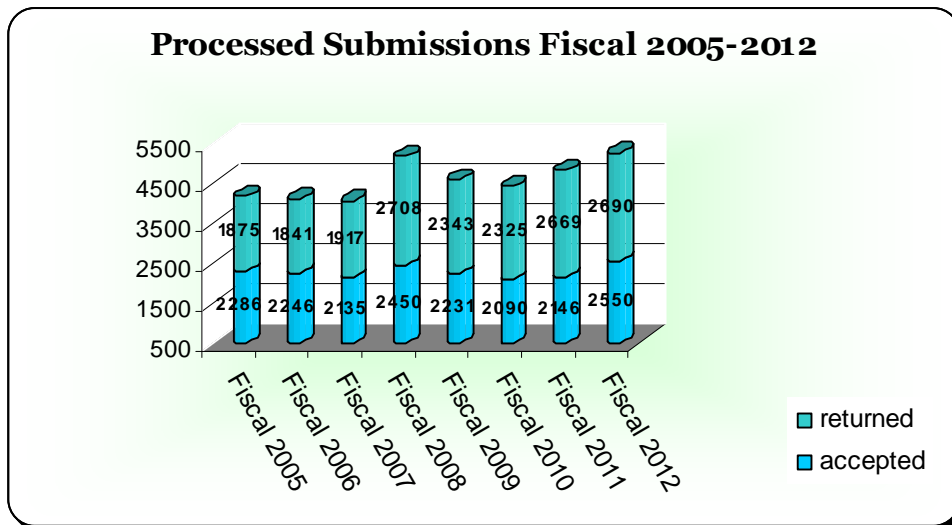


Exhibit B

### Major Categories of Complaints Received in Fiscal 2012

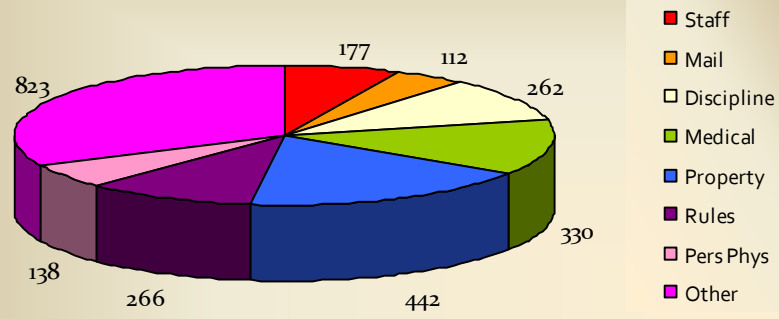


Exhibit C

## **ACRONYMS**

ABE	Adult Basic Education
AC	Administrative Confinement
ADA	Americans with Disabilities Act
AED	Automated External Defibrillator
AFSCME	American Federation of State, County and Municipal Employees
BHU	Behavioral Health Unit
BOCM	Bureau of Offender Classification and Movement
BSI	Badger State Industries
BTO	Better Treatment Options
CCE	Corrections Complaint Examiner
CCI	Columbia Correctional Institution
CGIP	Cognitive Group Intervention Program
CGP	Central Generating Plant
CNU	Crisis Negotiation Unit
CPR	Cardio Pulmonary Resuscitation
CQI	Continuous Quality Improvement
DAI	Division of Adult Institutions
DCC	Division of Community Corrections
DCI	Dodge Correctional Institution
DD	Developmental Disability
DFD	Division of Facilities Development
DNA	Deoxyribonucleic Acid
DOA	Department of Administration
DOC	Department of Corrections
DS	Disciplinary Separation
EMC	Engineering, Maintenance and Construction
ERU	Emergency Response Unit
FS	Food Service
FTO	Field Training Officer
GED	General Education Diploma
GP	General Population
HACCP	Hazard Analysis Critical Control Point
HSED	High School Equivalency Diploma
HSU	Health Services Unit
HVAC	Heating, Ventilating and Air Conditioning
ICRS	Inmate Complaint Review System
ICS	Incident Command System
IMR	Illness Management and Recovery
LTE	Limited Term Employee

MH	Mental Health
MICA	Mentally Ill and Chemically Addicted
MPTC	Moraine Park Technical College
OC	Oleoresin Capsicum
ORA	Offender Records Assistant
OSCI	Oshkosh Correctional Institution
OSHA	Occupational Safety and Health Administration
PEO	Program Escort Officer
PLA	ProLiteracy America
POS	Purchase of Service
POSC	Principles of Subject Control
PREA	Prison Rape Elimination Act
PSU	Psychological Services Unit
PTSD	Post Traumatic Stress Disorder
SAVS	Sexual Assault Victim Services
SCH	South Cell Hall
SEG	Segregation
SMU	Special Management Unit
SOT	Sex Offender Treatment
SPED	Special Education Teacher
SRT	Special Review Team
SSD	Social Services Department
TABE	Test of Adult Basic Education
TLU	Temporary Lock Up
TTC	Transitional Treatment Committee
VR	Visiting Room
WCI	Waupun Correctional Institution
WICS	Wisconsin Integrated Corrections System
WILC	Wisconsin Institutions Literacy Council
WITS	Wisconsin Inmate Trust System
WPEC	Workplace Enhancement Committee
WRC	Wisconsin Resource Center
WSPF	Wisconsin Secure Program Facility
WTCS	Wisconsin Technical College System